



Examination

California State Lands Commission

The California State Lands Commission guarantees equal opportunity to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, political/religious opinion, or discrimination filing.

It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

MARINE SAFETY SPECIALIST I

THIS IS AN OPEN NON-PROMOTIONAL EXAMINATION – STATEWIDE

FINAL FILING DATE: Continuous

HOW TO APPLY: Obtain a State Application (Form 678) at CA State Lands Commission offices, Employment Development Department (EDD) offices, or download an application from the web at www.spb.ca.gov or www.slc.ca.gov. Standard State application (Form 678) must contain an original signature. **Faxed applications will not be accepted.**

Submit applications to:

California State Lands Commission
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

NO WRITTEN TEST REQUIRED

The entire examination will consist of an interview.

ADDITIONAL FILING INFORMATION: If you meet the entrance requirements for this class and the Marine Safety Inspector, with the same filing date, you must submit a separate application form (std. 678) for each examination.

QUALIFICATIONS APPRAISAL PANEL INTERVIEW: Applications will be accepted on a continual basis and interviews will be held as warranted by the needs of the Commission.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Long Beach and/or Hercules.

SALARY RANGE: \$4,737 - \$5,710 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the entrance requirements for this examination.

COMPETITION RESTRICTION

Competitors who are eliminated for not meeting the minimum qualifications as stated on this examination bulletin may reapply when the entrance requirements are met. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before reapplying. Successful competitors establishing list eligibility for 12 months are restricted from reapplying again during the 12 month eligibility period indicated on your notice of eligibility.

MINIMUM QUALIFICATIONS

Either I

Experience: Two years of experience in the California state service performing the duties of a Marine Safety Inspector.

Or II

Experience: Four years of progressively responsible maritime or bulk oil transportation experience, or experience in a marine-related environmental program, two years of which must have involved bulk oil transportation or inspection activities in a marine environment. Bulk oil transportation activities include experience working or directing the work at a marine oil terminal, or working or directing work with shipboard cargo transfer systems. Inspection activities include performing or directing others engaged in marine safety inspections, or conducting third-party inspections of bulk oil transfers. (State service applied toward this pattern must have been at a level of responsibility equivalent to a Marine Safety Inspector.)

AND

Education: Equivalent to graduation from college including course work in marine transportation, engineering, environmental sciences, public administration, business administration, or a related field. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis or possession of a valid Unlimited Tonnage Master, Chief Mate, Second Mate, Third Mate, Chief Engineer, or First Engineer Merchant Marine License may be substituted for two years of the education requirement.)

THE POSITION

This is the full journey level of the series. Incumbents work under general supervision to provide marine facility and maritime expertise in the more complex on-going functions of the California State Lands Commission's pollution prevention program. Typical tasks may include conducting annual and spot check inspections; monitoring or overseeing the monitoring of the most complex or highest priority oil transfer operations; overseeing and monitoring of ballast water program elements; inspecting pipelines and monitoring of pipeline testing; analyzing various test results and data; reviewing and making recommendations on operations manuals and amendments; conducting and documenting detailed oil spill inquiries; working with engineering personnel on routine engineering audits, mooring assessments, and structural and electrical engineering inspections; performing comprehensive human factors and management system assessments and presenting findings; assisting in the development of rules and regulations of the California State Lands Commission and reviewing regulations proposed by other State agencies; reviewing Spill Prevention Control and Countermeasures Plans; reviewing Oil Spill Contingency Plans; making presentations to the marine industry and reporting on safety seminars, meetings, and conferences; coordinating regulatory and inspection activities with representatives from other agencies and marine facilities; reviewing marine facility and vessel operating histories and safety data; providing regulatory guidance to marine facility staff; reviewing marine terminal training and certification programs; visiting marine facilities and conferring with facility operations staff; assisting in the review of Environmental Impact Reports; reviewing for compliance with marine facility State lease provisions and mitigation measures; and performing other related work. Incumbents will not supervise but may act as a leadperson or team leader.

SPECIAL PERSONAL CHARACTERISTICS

Keeness of observation; demonstrated ability to act independently; flexibility; and tact.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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VW25/8889 EXAM CODE: 10383BH

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From TDD phones: 1-800-735-2922
From voice phones: 1-800-735-2929

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in ship handling in harbors and mooring and anchoring of vessels. College level course work in the Environmental Services, Environmental Law, Marine Science, Marine Engineering, Petroleum Engineering, Business Administration, or Public Administration.

POSITION(S) MAY EXIST IN LONG BEACH OR SAN FRANCISCO BAY AREA.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

SCOPE:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. California State Regulations (CCR) regarding: Marine Terminal Inspection and Management, Marine Terminal Personnel Training and Certification, Marine Terminal Oil Pipelines, and Structural Requirements for Vapor Control Systems at Marine Terminals;
2. Federal Regulations (CFR) regarding: Facilities Transferring Oil in Bulk, Oil Pollution Prevention Regulations for Vessels, and Oil Transfer Operations;
3. Marine terminal petroleum transfer equipment, systems, and procedures;
4. Tank vessel and barge petroleum transfer equipment, systems, procedures, and safe mooring practices;
5. Safety considerations at marine facilities and for vessels including worker safety, emergency procedures, and cargo characteristics;
6. Pipeline systems at marine facilities;

7. Offshore moorings, International Safety Guide for Oil Tankers and Terminals, Spill Prevention Control and Countermeasure Plans, the oil transportation industry, and International Standards Organization/International Safety Management Code;
8. Effects of oil pollution on the marine environment;
9. The causes of marine oil spills;
10. The importance of conservation and preservation of the marine environment;
11. Human and organizational factors;
12. The California Environmental Quality Act and the Environmental Impact Report process;
13. The State legislative and regulatory processes.

B. Ability to:

1. Act independently;
2. Reason logically and creatively;
3. Analyze data and present ideas and information effectively;
4. Communicate effectively;
5. Gain and maintain the confidence and cooperation of governmental, environmental, and industry officials;
6. Prepare clear and concise reports;
7. Work as an integral member of interdisciplinary teams;
8. Use a variety of analytical and research techniques to resolve complex marine facility issues;
9. Recommend effective program and regulatory changes;
10. Work as a leader, facilitator, or integral member of interdisciplinary teams;
11. Use quality management techniques;
12. Assume increased responsibilities;
13. Complete comprehensive reports;
14. Lead and train staff;
15. Act independently within the guidelines set forth by the Division.

ELIGIBLE LIST: Names of successful competitors are merged onto the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

Veterans' Preference **will not** be granted in this examination. Career Credit Points **will** be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate=s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001, and the California State Lands Commission. No veterans' preference points shall be awarded to veterans who have achieved permanent civil service status.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678 (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento). If you receive veterans preference points, you cannot also receive career credits.

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